United Nations A/INF/65/4

General Assembly

Distr.: General
27 August 2010

Original: English

Arrangements for the High-level Meeting on Revitalizing the Work of the Conference on Disarmament and Taking Forward Multilateral Disarmament Negotiations convened by the Secretary-General

United Nations Headquarters, 24 September 2010

Information note for delegations

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I. Introduction

1. On 20 July 2010, the Secretary-General wrote to Member States to invite them to a High-level Meeting on Revitalizing the Work of the Conference on Disarmament and Taking Forward Multilateral Disarmament Negotiations, to be held on 24 September 2010.

2. The High-level Meeting will be a unique opportunity to provide greater political impetus for revitalizing the work of the Conference on Disarmament through high-level participation. It will also aim at promoting multilateral disarmament, including through addressing the larger challenges facing the wider architecture of disarmament machinery.

II. Schedule, list of speakers, statements and interpretation

3. The High-level Meeting will take place on 24 September 2010, from 8 a.m. to 1 p.m., in the Economic and Social Council Chamber, North Lawn Building at United Nations Headquarters in New York. Conference Room 7 in that building will be used as an overflow room for delegations, non-governmental organizations and media.

4. Delegations will be seated in the room in alphabetical order.

5. Member States are invited to participate at the ministerial level or above. All States Members of the United Nations, not only those who are members of the Conference on Disarmament, are encouraged to actively participate in the high-level meeting.

6. Participants will also include the Holy See, in its capacity as observer State, and Palestine, in its capacity as observer, as well as the representatives of the International Atomic Energy Agency (IAEA), the Organization for the Prohibition of Chemical Weapons (OPCW) and the Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization.

7. The High-level Meeting will be held according to the following schedule:

8-8.30 a.m.	Opening segment
8.30 a.m.-12.30 p.m.	Statements (Member States followed by representatives of IAEA, OPCW and the Preparatory Commission
12.30-1 p.m.	Closing segment

8. At the opening segment, the speakers will be the Secretary-General, the President of the General Assembly and the President of Conference on Disarmament (Cameroon).

9. The list of speakers will be open from 10 a.m. on Tuesday, 7 September 2010. Member States wishing to inscribe their names on the list of speakers are invited to contact the Secretariat (Ms. Bertha Ortiz, room DN-2512 H, telephone: 212 963 0846, fax: 212 963 4066). When inscribing their names on the list of speakers, each delegation is advised to indicate the name and position of its speaker.

10. In order to accommodate as many speakers as possible, and taking into account time constraints, statements should not exceed four minutes, on the understanding that this will not preclude the distribution of more extensive texts. In order to facilitate the observance of the time limit, a light system installed on the podium will signal the approach of the time limit. It is expected that approximately 50 speakers will be able to be accommodated.

11. Speaking order will follow the established protocol order. Accordingly, precedence will be accorded to the Head of State or Government, ministers and, as appropriate, heads of delegations.

12. A minimum of 30 copies of the text of statements to be delivered at the High-level Meeting should be submitted in advance to the Secretariat; failing this, delegations are urged to provide interpreters with 5 copies (for interpretation into the 5 other official languages) before the speaker takes the floor. If delegations wish to have the text of statements distributed to all delegations, observers, international organizations, interpreters and press officers, 350 copies are required.

III. Outcome document

13. Following statements by Member States and the heads of IAEA, OPCW and the Preparatory Commission, the Secretary-General will read out the Chair's summary, which is an outcome document of the High-level Meeting. Elements of the summary will capture the main points raised during the meeting to the extent possible and will not be negotiated among Member States prior to the meeting.

IV. Access to meeting rooms and restricted areas

14. Details related to the accreditation of official delegations attending high-level meetings and the general debate of the sixty-fifth session of the General Assembly from 20 to 30 September 2010 and access to meeting rooms and restricted areas are available in the information note for delegations contained in document A/65/HLPM/INF/1.

15. Owing to the limited seating capacity in the Economic and Social Council Chamber, participation in the High-level Meeting will be limited to the Head of State or Government or a Minister or the head of delegation, plus one adviser. Accordingly, two colour-coded access cards will be issued to representatives of Member States, observers and intergovernmental organizations participating in the High-level Meeting for access to the Chamber. Additional members of delegations will be accommodated in Conference Room 7.

16. The colour-coded access cards for the High-level Meeting will be ready for collection at the Protocol and Liaison Service (room NL-2063) starting on Thursday, 16 September 2010, after 10 a.m.

17. Because of enhanced security measures during the general debate of the sixty-fifth session of the General Assembly, from 20 to 30 September, and in view of the limited capacity of the Economic and Social Council Chamber, members of non-governmental organizations will be permitted access to the overflow room only. Their access will be honoured on the basis of the availability of seats in the

overflow room and upon verification of valid United Nations passes and appropriate access cards issued for the High-level Meeting.

18. Access for members of the information media will be granted in accordance with the relevant provisions of document A/65/HLPM/INF/1.

Secretariat

19. The secretariat of the High-level Meeting may be contacted by telephone at 212 963 1570 or by fax at 212 963 4066. The following is a list of assigned secretariat officials:

Mr. Jarmo Sareva (Geneva)	41 22 917 3440	jsareva@unog.ch	
Mr. Ioan Tudor (New York)	917 367 9479	tudori@un.org	
Speakers list	Ms. Bertha Ortiz	212 963 0846	ortiz1@un.org
Non-governmental organizations	Ms. Soo-Hyun Kim	917 367 3596	kim12@un.org
Media	Mr. Ewen Buchanan	212 963 3022	buchanane@un.org

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